

Department of Administration
Division of Facilities Development and Management (DFDM)
Bureau of Capital Budget and Construction Administration (BCBCA)
Enterprise Program Supervisor

Position Summary:

This position serves under the general direction of the Assistant Director of the Bureau of Capital Budget and Construction Administration within DFDM. This management position oversees, provides leadership, and works directly with staff responsible for the State Building Program support functions including: the development and administration of construction and design contracts; construction bidding; management of contract payment functions and financial transactions; management of the division's fee billing; construction project administration; provision of WisBuild and IT support services; and administration of procurements. This position performs high level financial and contract officer duties in conjunction with staff. Additionally, this position assists the Director and Assistant Director in planning, organizing, and implementing the Bureau's activities and improvements. This includes developing and implementing plans, policies, procedures, and improvement opportunities to ensure accomplishment of the division's and bureau's goals and objectives.

Goals and Worker Activities

35% A. Manage and work in conjunction with staff in the development and administration of the division's construction bidding and contracting activities in support of the State Building Program.

A1. Manage and administer division's official public construction bidding and contracting processes in strict accordance with Adm 21, as well as pertaining to the State Building Program. Manage bid solicitations, advertisements, bid opening, bid tabulation, and other administrative tasks related to bidding. Apprise Assistant Bureau Director of bid problems or errors and assist with development and implementation of improvements to the DFDM bidding process. Oversee the construction contracting process and track approvals and final execution.

A2. Work with Assistant Bureau Director to review contract requests for accuracy and budget availability. Oversee staff and administer the process to fully execute all professional architect and engineering (A/E) services agreements in accordance with Adm 20. Oversee the A/E contracting process and track approvals and final execution.

A3. Administer Affirmative Action Contract Compliance Program for A/E and construction contracts in compliance with Wis Stat 16.765 and Adm 50. Analyze information submitted by vendors and make determination. Maintain system for monitoring compliance of vendors. Review exemption forms for accuracy and correspond with vendors as necessary.

A4. Manage administrative activities related to contract management. Ensure proper and timely uploading, tabulation, and review of bid solicitations, bids, construction documents, construction contract submittals, and other information to WisBuild. Ensure staff are monitoring and responding promptly to Help Desk tickets.

30% B. Provide leadership, supervision, and direction to staff performing a variety of professional and administrative services to a large, diverse customer base. Perform other Human Resource duties as assigned.

B1. Supervise staff, including day-to-day activities; set priorities, develop work assignments, and monitor and document work performance. Coordinate work assignments based on bureau and section priorities. Set employee goals and expectations, monitor progress and performance, and document results.

B2. Work with Assistant Bureau Director in hiring and retention strategies, performance evaluation, discipline, and resolving grievances.

B3. Meet regularly with staff on work plans, accomplishments, and problem resolving strategies. Develop and manage individual staff training plans, performance improvement plans, position descriptions and recruitment materials, employee development, and participate in selection of new employees. Work closely with division management and department HR staff to conduct corrective disciplinary action if necessary.

B4. Organize resources and activities of staff to optimize results and services delivered to customers and to achieve the goals and objectives of the bureau and the division. Anticipate, respond, and resolve issues which require attention, and develop strategies for the appropriate and timely resolution of problems and issues.

B5. Identify strategic initiatives that will further the role of the section in supporting division responsibilities and priorities. Review initiatives with the Bureau Director and Assistant Director and implement agreed upon projects. Report periodically to the Bureau Director on implementation progress.

B6. Perform any other support functions not specifically mentioned which are of a similar kind and level as assigned by the Bureau Director or Assistant Director.

20% C. Manage financial transactions within STAR, the State's accounting system, associated with design and construction contracts and other State Building Program project transactions.

C1. Provide oversight of all fiscal transactions in STAR, including reviewing contracts for accuracy and determining appropriate contract amount and type. Inform contract processing staff of errors and recommend corrective action.

C2. Provide assistance to division staff and project managers with interpreting expenditure, budget, and encumbrance transactions and advise them on required actions.

C3. Advise division staff on project financial matters regarding budgets, funding, contracts, payments, change orders, and Building Commission authorization.

C4. Provide training to administrative staff relative to payments, encumbrances, W9 information, and project budget information.

15% D. Oversee and provide leadership to the staff responsible for a variety of division support functions including information technology, office operations and purchasing, construction administration, and financials. Coordinate with other sections to upgrade and implement IT systems. Assist the Bureau Director and Assistant Director in planning, organizing, and implementing the bureau's activities and policies.

D1. Manage the supporting office operations of the division. This includes maintaining functioning and effective office equipment, supplies, services and training. Manage communications with staff. Manage distribution of incoming and outgoing mail and correspondence. Coordinate with the Division of Enterprise Operations for procurement of office equipment and supplies. Approve and oversee processing of invoices and purchasing card statements and ensure expenditures are appropriate and within budget. Advise division leadership of expenditure or budget concerns.

D2. Provide for Records Management functions of official project files for the State Building Program. Optimize electronic document management within the division, including the division's shared network drive, internet, intranet, WisBuild, and SharePoint. Manage project close out process and division's official records retention activities utilizing the Department's General Record Schedules.

D3. Under the direction of the Bureau Director and Assistant Bureau Director, work with division staff to bring electronic bidding and other technology enhancements to the division. Work with other sections to upgrade the division's WisBuild system and implement electronic document management and E-bidding. Manage the development of appropriate business requirements for the solution. Collaborate with involved parties to create policies, procedures, and plan for implementation of electronic bidding.

D4. Provide support to the Bureau of Architecture and Engineering in administration of the construction process for the State Building Program. Assist project managers and field supervision staff during the construction phase of projects with the coordination of change documents, submittals, and construction oversight documentation.

D5. Oversee the billing of the division's fee for services. Work with financial staff through the audit, encumbering, and reconciliation process of the division's fee. Work closely with Capital Accounting staff on financial transactions. Advise Bureau Director of issues or delays that may impact division's revenue stream. Develop improvement opportunities to streamline billing and collection of revenue.

Knowledge, Skills, and Abilities:

1. Knowledge of state contracting procedures and policies.
2. Knowledge of state procurement and budgeting process.
3. Financial knowledge including STAR, the state's accounting system
4. Problem solving skills.
5. Strong planning and analytical skills.
6. Team building skills and knowledge of personnel management techniques.
7. Applied knowledge of business organization, decision making, and budgeting.
8. Ability to develop statewide policies and procedures.
9. Ability to evaluate and monitor provision of service to customers.
10. Ability to exercise sound judgment and discretion when managing complex and sensitive issues.
11. General knowledge of business operations practices including contract management, budget development, and finance.
12. Ability to use computers for analysis, word processing and data base management.
13. Experience with speaking to groups, developing written materials or similar communication skills.